

**ORDER**

**DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
WESTERN REGION**

WE 4250.9B

1/5/79

**SUBJ: REQUISITIONING EQUIPMENT INSTRUCTION BOOKS**

---

1. PURPOSE. This order prescribes a procedure for requisitioning Equipment Instruction Books and Trouble Shooting Manuals from the FAA Depot, and also establishes maximum allowances. It is of concern to all users of technical publications and those responsible for their maintenance and upkeep.
2. DISTRIBUTION. This order is distributed to branch level in the Regional Office Logistics and Airway Facilities Divisions and to all Airway Facilities Sector offices.
3. CANCELLATION. WE 4250.9A, Supply Support Systems - Requisitioning Equipment Instruction Books.
4. EXPLANATION. The FAA Depot stores, distributes and replenishes all instruction books except in those cases where the manufacturer packages instruction books with associated equipment at the time of shipment. The FAA Depot has printed a catalog for Stock Group and Class 0056 (instruction books) which lists all technical publications that are available from their warehouse. Technical publications are costly; therefore, it is imperative that they be limited to quantities which will most effectively and economically serve our needs.
5. ALLOWANCE. Allowances for technical publications will be as follows:
  - a. ONE book at the Facility.
  - b. TWO books to the Airway Facilities Sector, one of which will be forwarded to the appropriate AFS Field Office.
  - c. ONE book at the Regional Office Technical Library (AWE-430).
  - d. ONE book at the Regional Office Facilities Establishment Branch (AWE-450).
6. REQUISITIONING.
  - a. Initial Requests. When not otherwise provided, Instruction Books and Trouble Shooting Manuals will be requisitioned from the FAA Depot as follows:

---

**Distribution:** A-X (AF/LG)-3; FAF-0 (STD)

**Initiated By:** AWE-50

1/5/79

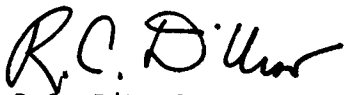
(1) Field requests will be processed in accordance with procedures outlined in 4250.9, Field Inventory Management and Replenishment Handbook, Chapter 4.

(2) Regional office requests will be forwarded by speed memo to the Materiel Support Section, AWE-52A.

b. Replacement. Technical publications which require replacement because of wear and tear or to replace those which are lost will be requisitioned as in paragraph 6a, above.

\* c. FAA Depot Out-of-Stock. In those cases where instruction books are not available from the FAA Depot, notify the Materiel Management Branch, AWE-52, by Speed Memo. Enclose a copy of the correspondence from the FAA Depot which was used to inform you of the out-of-stock condition. The Materiel Management Branch will attempt to fill the request from either regional sources or from other FAA Regions. If necessary, permission will be requested for additional copies to be printed. \*

7. EXCESS TECHNICAL PUBLICATIONS. Instruction Books, Trouble Shooting Manuals and other technical publications which become excess to the user's needs will be reported on FAA Form 4800-1, Report of Excess Property, and screened in accordance with current agency screening and disposal directives.



R.C. D'URSO  
Chief, Logistics Division, AWE-50